INTRODUCTION

The federal mandate under SARA Title III known as the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) requires that all chemical storage facilities maintaining certain threshold quantities of a chemical on their premise must submit a chemical inventory report called the Tier II Report to the State Emergency Response Commission (SERC), Local Emergency Planning Committee (LEPC), and Fire Department. These submissions are due on March 1 of every year. Additionally, as new hazardous substances are introduced onto the premise, Section 302 and Section 311 Reports also need to be submitted to SERC, LEPC, and fire authorities within a specified time. Additionally Emergency Response Plans may need to be created depending on quantity stored.

The TIER II MANAGER™ is a comprehensive system for managing Tier II Report compliance using a fully web-based online system with extended modules for 302 reporting, 311 reporting, billing, advanced reporting, hazmat plan development, emergency response, and GIS mapping. The system provides compliance forms that can be printed and mailed to authorities based on regulatory requirements.

The standard system provides various features to manage EPCRA data submission:

- Web-based Tier II Report submission
- Ability to link Supplemental Files to your submission (ex. Site Plan)
- Notification of successful Tier II submission
- Ability to print Tier II Reports
- Ability to edit existing inventory information in future years
- Online new and existing user management
- Complete system administration
- Report archiving

User Manual Layout

This User Manual will guide you through the various functions of the system. The guide is laid out according to the User Role for the standard system. These roles are the following. The Facility User Role allows businesses to submit and update reports online. The Administrator Roles have the ability to manage compliance, user management, and overall program management. The Planner User Role can record vulnerability assessments. The 911 User can enter 911 specific information. The Program User Role can be used by a broad audience to view facility and chemical inventory reports.

Value added Module descriptions are included in later chapters with functionality broken down as they appear for Facility Submitters, Administrators, and Planning/Response users.

Reproduction of User Manual

UNIT 1
FACILITY SUBMISSION

NEW USER REGISTRATION

If you are a new user of the TIER II MANAGER™, you will need to register in the system by completing a registration form. The administrator reviews the completed registration form, and you will be contacted by email when your Tier II Account has been approved. Follow the instructions in this section to register as a new user of the system.

1. Log onto the TIER II MANAGER™ Facility Submission site address.
2. Click on *Register Now.* This will prompt you to complete a registration form. All red fields are required fields.
3. Choose a Facility Username that is a single alphanumeric word with 5-15 characters.
4. Choose a Password that is a single alphanumeric word up to 15 characters.
5. Retype the Password.
6. Enter your Fist Name.
7. Enter your Last Name.
8. Enter the Corporate Name.
9. Enter the Facility's Address.
10. Enter the Facility's City.
11. Use the drop down menu to enter in the Facility's State.
12. Enter the Facility's 5 digit Zip Code.
13. Enter your Telephone Number. Phone numbers must have at least ten digits.
14. Enter your Email Address. This should follow standard email format.
15. Retype your Email Address.
16. Choose a Password Hint Question. The Hint Question is requested so that if you forget your password, the system will be able to ask you the Hint Question. If

you respond with the appropriate Hint Answer, the system will retrieve the forgotten password and send it to your registered email address. Please enter a Hint Question that you can remember and answer easily.

17. Enter the Password Hint Answer. The Hint Answer is requested so that if you forget your password, the system will be able to ask you the Hint Question. If you respond with the appropriate Hint Answer, the system will retrieve the forgotten password and send it to your registered email address. Please enter a Hint Answer that you can remember and answer easily.

18. Click on *Register* if you have completed the form.

19. The system administrator may contact you to validate that you are a legitimate facility.

20. Upon approval, you will receive an email from the system administrator notifying you that you are now able to log into the system with your username and password that you registered on the form.

21. Log onto the TIER II MANAGER™ Facility Submission site.

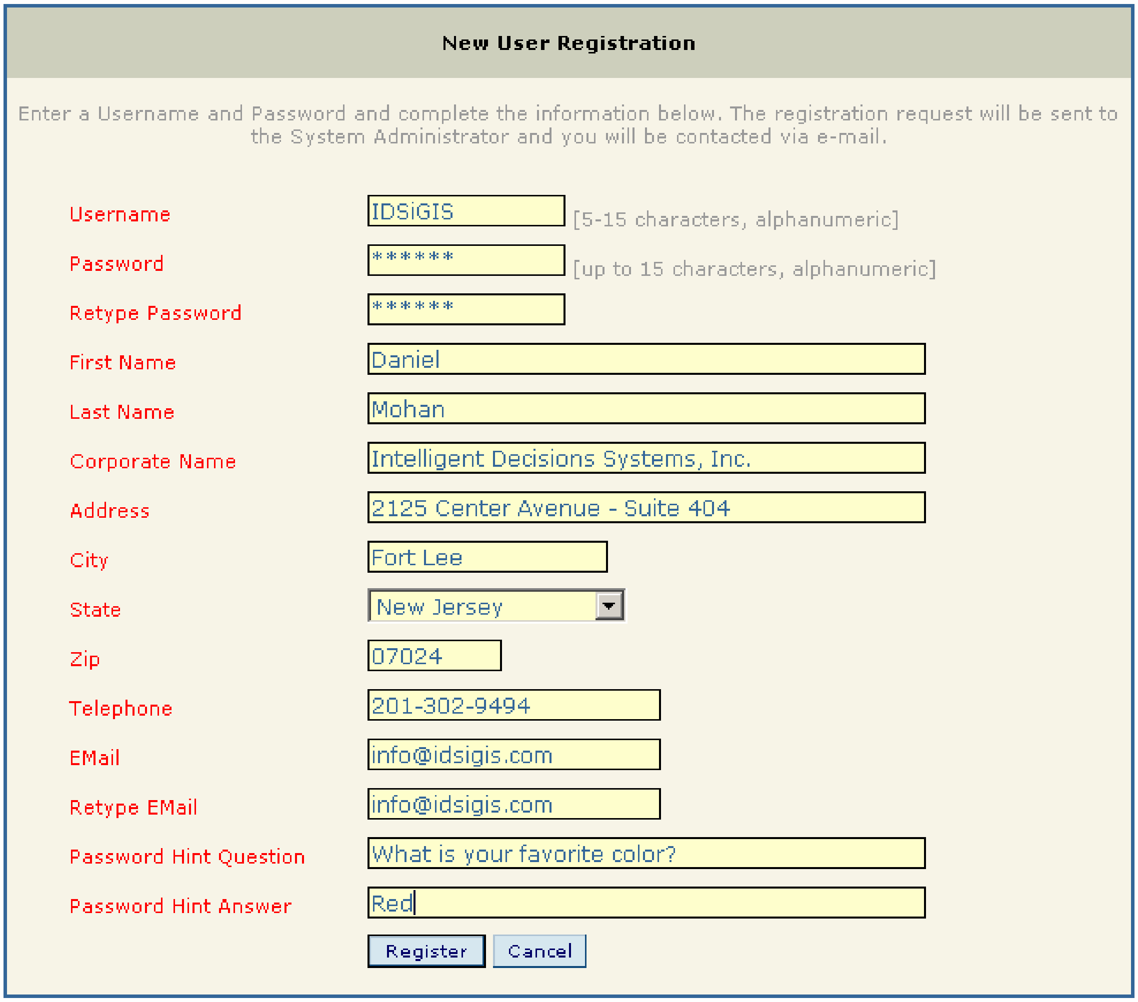
22. Click on *Sign In.* This will prompt you to enter in your Username and Password information.

23. Enter your Username.

24. Enter your Password.

25. Click on *Log In*.

26. You will be brought to the Main Menu.


New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via e-mail.

Username	IDSiGIS [5-15 characters, alphanumeric]
Password	****** [up to 15 characters, alphanumeric]
Retype Password	******
First Name	Daniel
Last Name	Mohan
Corporate Name	Intelligent Decisions Systems, Inc.
Address	2125 Center Avenue - Suite 404
City	Fort Lee
State	New Jersey
Zip	07024
Telephone	201-302-9494
EMail	info@idsigis.com
Retype EMail	info@idsigis.com
Password Hint Question	What is your favorite color?
Password Hint Answer	Red

Register Cancel

Diagram: New Registration Form

FORGOT YOUR PASSWORD

1. Log onto the TIER II MANAGER™ site address.

2. Click on *Forgot your Password?.*

3. Enter your Facility Username. Click on *Continue.*

4. If you forgot your Facility Username, you must contact the System Administrator.

5. Answer your Hint Question. Click on *Continue*. This is the question you chose when you registered within the system.

6. If answered correctly, you will be sent your password at the registered email address. If answered incorrectly, you must contact the System Administrator.

RESET YOUR PASSWORD

1. Log onto the TIER II MANAGER™ site address.
2. Click on *Reset your Password?.*
3. Enter your Facility Username.
4. Enter your Old Password.
5. Enter your New Password.
6. Retype your New Password.
7. Click on *Submit.*
8. Your password will be reset immediately.

COMPLETE A NEW TIER II REPORT

In order to complete a Tier II report for a new facility, you will need to enter your information into the system. First, you will enter in facility details. You can then add the chemical inventory information. Next, you can upload requested attachments. When the report is complete, you can begin the Annual Submission process. Follow the instructions in this section to complete a Tier II Report.

STEP 1: ENTER FACILITY DETAILS

1. Once you have logged into the system successfully, click on *Add New Facility* from the Main Menu.
2. Enter the Facility Physical Location Information.
    a. Enter the Corporate Name.
    b. Enter the Name of the Facility/Site.
    c. Enter the Facility/Site Street Address.
    d. Enter the Facility/Site City.
    e. Enter the Facility/Site Development / Industrial Park, if one exists.
    f. Select the Facility/Site County from the drop down menu.
    g. The state will be populated for you.
    h. Select the Facility/Site 5 digit Zip Code from the drop down menu.
    i. Enter the Facility/Site 10 digit Phone Number.
    j. Enter the Facility/Site website if one exists.
    k. Enter the Facility/Site 10 digit Fax Number.

Diagram: Facility Physical Location section of Step 1

3. Enter the Owner/Operator Information.
    a. Enter the Name of the Owner/Operator. If you place your cursor in the Owner/Operator field, you will see Names of Owner/Operators from other facilities under your username populated in the drop down menu. Select the Name of the Owner/Operator from the list. This will automatically populate the rest of the Owner/Operator Information. If you choose to enter in the Name manually, complete the following steps.
    b. Enter the Owner/Operator's Mail Address.
    c. Enter the Owner/Operator's City.
    d. Select the Owner/Operator's State from the drop down menu.
    e. Enter the Owner/Operator's 5 digit Zip Code.
    f. Select the Owner/Operator's Country from the drop down menu.
    g. Enter the Owner/Operator's 10 digit Phone Number.

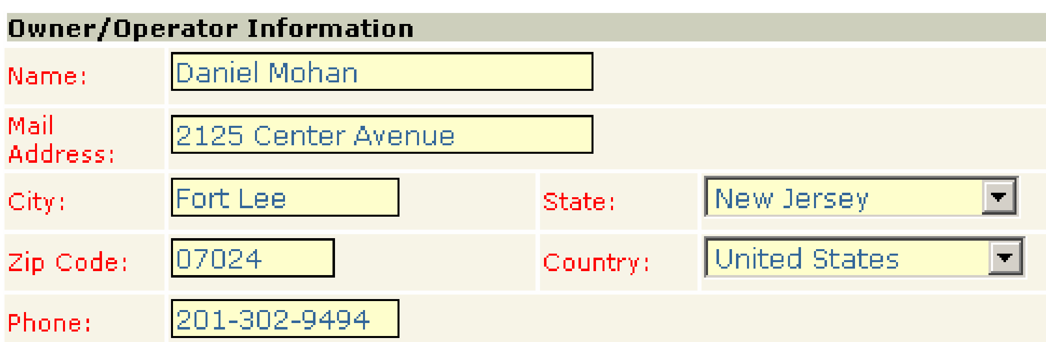


Diagram: Owner/Operator Information section of Step 1

4. Enter the Facility Identification Information.
    a. Type the SIC Code. If you choose to use the SIC Lookup Menu, click on the report icon and type in the SIC Code Description. Click on *Search SIC* to bring back all the results that match your description. You are capable of showing multiple items per page by entering in the digit into the box on the far bottom of the page and clicking on the enter key. Once you found the correct SIC Code you can select it by checking of the check box.

Click on *Select Checked*, to populate the SIC Code in the Tier II report. The SIC Lookup Menu will disappear. To restore it, click on the report icon.

b. Type the Dun & Brad Number, if known.
c. Type the Toxic Release Inventory Facility ID (TRIFID), if known.
d. Type the NAICS Code, if known. If you choose to use the NAICS Lookup Menu, click on the report icon and type in the NAICS Code Description. Click on *Search NAICS* to bring back all the results that match your description. You are capable of showing x amount of items per page by entering in the digit into the box on the far bottom of the page and clicking on the enter key. Once you have found the correct NAICS Code, you can select it by checking of the check box. Click on *Select Checked*, to populate the NAICS Code in the Tier II report. The NAICS Lookup Menu will disappear. To restore it, click on the report icon.
e. Type the EIN (Tax ID Number), if known.

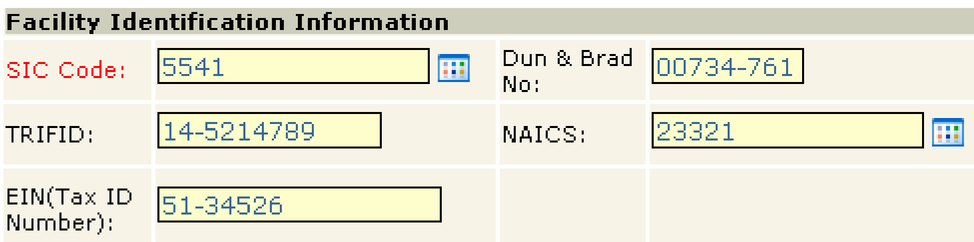


Diagram: Facility Identification Information section of Step 1

5. Enter the Regulatory Point of Contact information.
   a. Enter the Point of Contact's Name. If you place your cursor in the Name field, you will see Names of Regulatory Point of Contacts from other facilities under your username populated in the drop down menu. Select the Name of the Regulatory Point of Contacts from the list. This will automatically populate the rest of the Regulatory Point of Contacts Information. If you choose to enter in the Name manually, you then have to complete the following steps.
   b. Enter the Point of Contact's Title.
   c. Enter the Point of Contact's Mailing Address.
   d. Enter the Point of Contact's City.
   e. Select from the drop down menu for the Point of Contact's State.
   f. Enter the Point of Contact's 5 digit Zip Code.
   g. Enter the Point of Contact's 10 digit Phone Number.
   h. Enter the Point of Contact's Email Address. This should follow standard format.
   i. Retype the Point of Contact's Email Address.

Regulatory Point of Contact			
Name:	Daniel Mohan		
Title:	EHS Director		
Mailing Address:	2125 Center Avenue		
City:	Fort Lee	State:	New Jersey
Zip Code:	07024	Phone:	201-302-9494
Email:	info@idsigis.com	Retype Email:	info@idsigis.com

Diagram: Regulatory Point of Contact section of Step 1

6. Enter the Emergency Contact Information.
    a. Enter the Name of the required number of Emergency Contacts. If you place your cursor in the Name field, you will Emergency Contacts from other facilities under your username populated in the drop down menu. Select the Name of the Emergency Contact from the list. This will automatically populate the rest of the Emergency Contact Information. If you choose to enter in the Name manually, you then have to complete the following steps.
    b. Enter the Title of the required number of Emergency Contacts.
    c. Enter the 10 digit Work Phone Number of the required number of Emergency Contacts.
    d. Enter the 10 digit 24 Hour Phone Number of the required number of Emergency Contacts.
    e. Enter the 10 digit Cell/Pager number, if one exists of the Emergency Contacts.

Emergency Contact Information (Min 3 - Max 5 Emergency Contacts)

Name:	Title:	Work Phone:	24 Hr. Phone:	Cell/Pager:
Daniel Mohan	EHS Directo	201-302-9494	201-302-8569	
Frank Miller	EHS Cordin	302-859-6325	302-856-8521	
Sherry Williams	Cordinator	302-965-6521	302-541-5869	

Diagram: Emergency Contact Information of Step 1

7. Click on *Save Changes* if you have completed the form.

8. To clear the form, click on *Reset Form*.

9. If you click on *Exit without Save*, the Facility information submitted will not be saved.

You will be presented with Step 1 Options. At this screen, you can choose how to proceed.

1. Click on *Continue 302 Report (EHS above TPQ)* to add a 302 report for this facility.

2. Click on Continue *311 Report* to add a 311 report for this facility.

3. Click on *Continue 312 Report (Tier II Report)* and add chemical information for a Tier II Report.

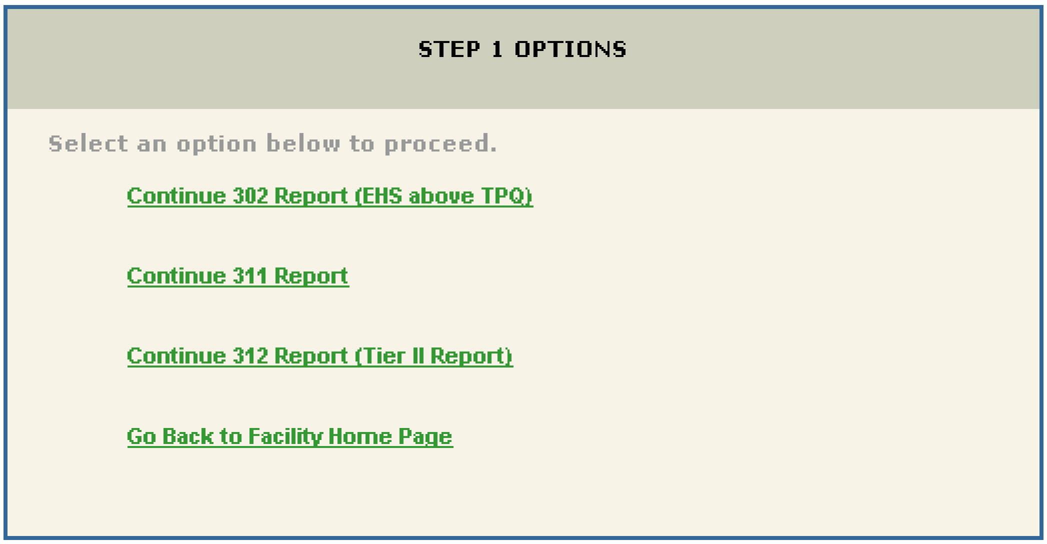


Diagram: Step 1 Options page

STEP 2: CHEMICAL DESCRIPTIONS AND STORAGE LOCATION

1. If you clicked on Continue 312 Report, you will be brought to your Facility Home Page.

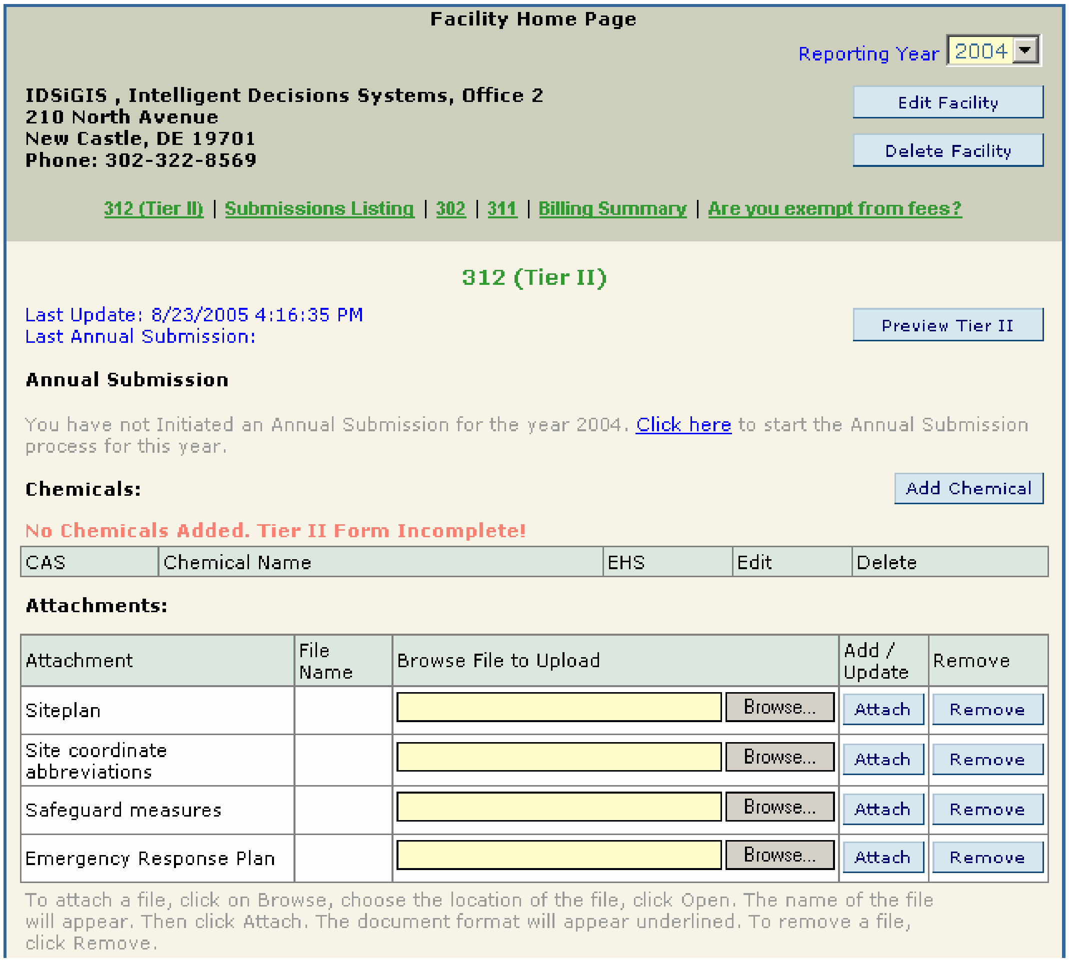


Diagram: Facility Home Page

2. From your Facility Home Page click on *Add Chemical*. Begin entering in the Chemical Description.

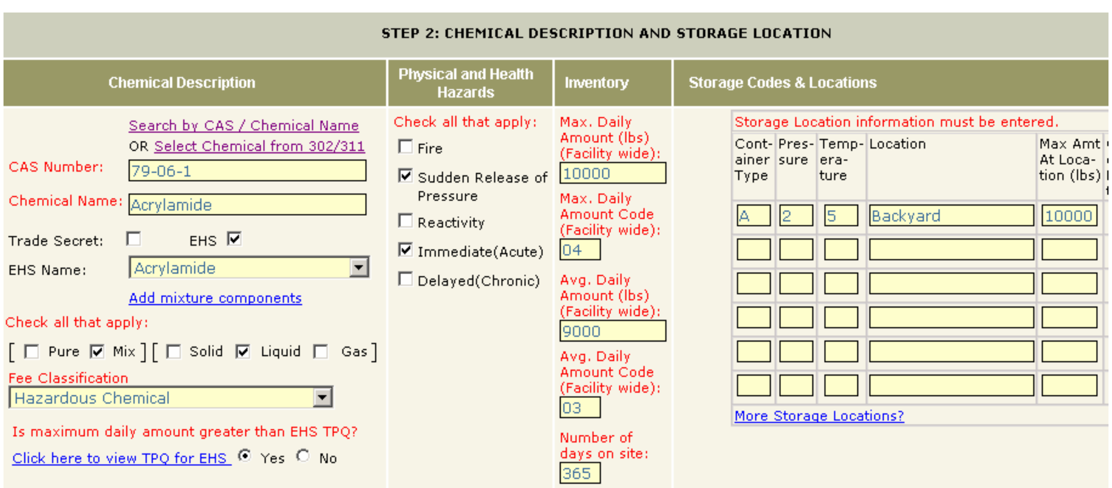


Diagram: Step 2: Chemical Description and Storage Location page

3. If you want to use the Chemical Lookup Menu, click on *Search by CAS/Chemical Name*.

    a. A pop-up box will appear. If searching by CAS Number, you must enter in the exact CAS number and click *Search*. If you are searching by Chemical Name, type a portion of the Chemical Name, choose the type of search you would like to complete (exact match, starting with, or containing string. Containing string means that what you type is contained in some part of the chemical name). Then click *Search*. See whether any of the selections on the Chemical Lookup Menu match the chemical you are looking for. If so, click on the chosen chemical. The selection will be populated in the form. If there is no match, close the window by clicking the x in top right hand side of the pop-up box and enter the CAS Number and Chemical Name manually.
    b. If you want to enter in the CAS Number manually, you can only enter in a single CAS Number. If the chemical does not have a CAS Number (as in the case of some mixtures), enter in N/A.
    c. If you want to enter in the Chemical Name manually, you must enter in the precise Chemical Name.

4. If you want to select a chemical from your 302 or 311 inventory click on *Select Chemical from 302/311*.
    a. Choose if you wish to search the facility's 302 database or the 311 database. A list of chemicals will be provided.
    b. Select the chemical from the list by clicking on it.
    c. The selection will be populated in the form.

5. Check off if the chemical is a Trade Secret. You may be required to complete additional forms located under the resource link to substantiate to the EPA that the chemical really qualifies as a trade secret.

6. Check off if the chemical entered in the form is an EHS. If you used the Chemical Lookup Menu, the system may have automatically checked off that the chemical is an EHS for you.

7. If the chemical you chose was an Extremely Hazardous Substance (EHS), you will need to choose an EHS Name from the drop down box.

8. Click on *Add mixture components* to add components within a chemical mixture. A pop-up box will appear.
    a. If you want to use the Chemical Lookup Menu, click on the Search icon.
    b. If searching by CAS Number, you must enter in the exact CAS number and click *Search*.
    c. If you are searching by Chemical Name, type a portion of the Chemical Name, choose the type of search you would like to complete (starting with, exact match, or containing string. Containing string means that what you typed is contained in some part of the chemical name).
    d. Then click *Search*. See whether any of the selections on the Chemical Lookup Listing match the chemical you are looking for. If so, click on the chosen chemical. The selection will be populated in the form.

e. If there is no match, close the window by clicking the x in top right hand side of the pop-up box and enter the CAS Number and Chemical Name manually.
f. If entering the CAS Number and Chemical Name manually for the mixture component, follow steps d and e above.
g. Check off if the mixture component is an EHS. If you used the Chemical Lookup Menu, EHS may already be checked off. If it is checked, select the EHS Name from the drop down menu.
h. Enter the percent of the mixture that is made up by the specific chemical component.
i. If you would like to continue adding more mixture components, click on *Add.* A new line will appear. Repeat steps above to add the mixture component information until all your mixtures components for the specific have been submitted.
j. When you are finished adding mixture components click on *Click here if you are done adding mixture components*.

9. Enter the information under *Check all that apply*.
   a. Make sure you select at least one of the following: Pure or Mix
   b. Make sure you select at least one of the following: Solid, Liquid or Gas.

10. Use the drop down to select the Fee Classification.

11. Check if the total amount of the EHS is above the EPA Threshold Planning Quantity (TPQ). You may be prompted to complete additional information if you have EHS's above the TPQ. Only appears if you have marked the chemical as an EHS.

12. If you have a proprietary MSDS, you have the ability to upload an MSDS file. Click on *Add/Replace*. A pop-up will appear. Click on *Browse*. Identify the location for the file from your network drive, click on it, and click *Open*. The path of the file will appear. Click *Ok and Continue*. If you choose to delete the attached file, click on the *Remove* link.

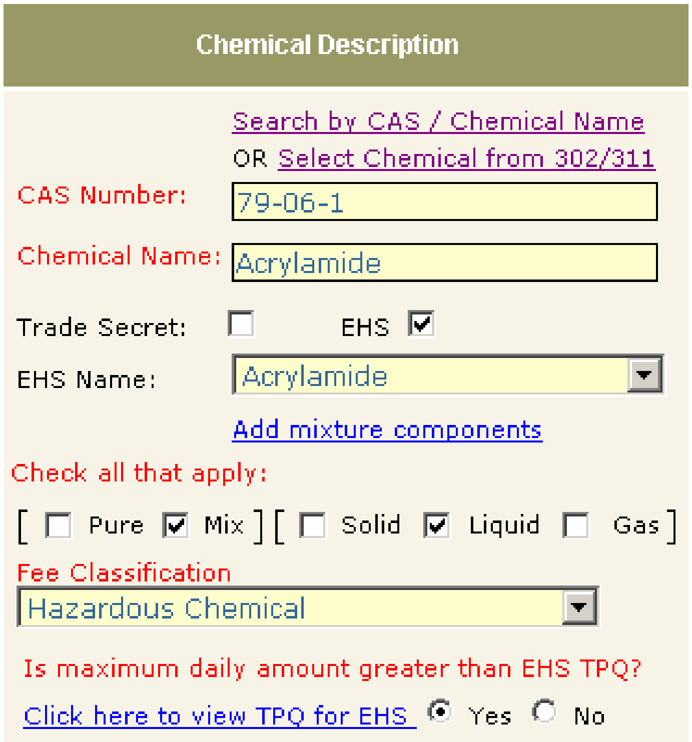


Diagram: Chemical Description section of Step 2

13. Check off at least one of the Physical and Health Hazards.

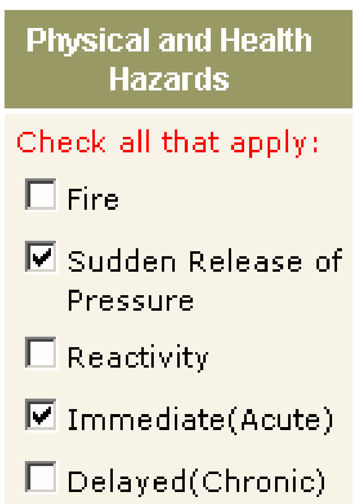


Diagram: Physical and Health Hazards section of Step 2

14. Complete the Inventory information.
    a. Enter the Maximum Daily Amount of the chemical residing at the site (lbs.)
    b. Enter in the Maximum Daily Amount Code, or use the drop down box to choose the appropriate code.

c. Enter the Average Daily Amount of the chemical residing at the site. (lbs) This amount must be less than the Maximum Daily Amount.
d. Enter in the Average Daily Amount Code, or use the drop down box to choose the appropriate code.
e. Enter the Number of Days within the year that the chemical resides at this facility.

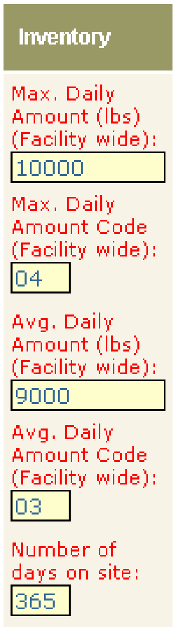


Diagram: Inventory section of Step 2

15. Complete the Storage Codes and Location information.
    a. Use the drop down to fill in the appropriate code for Container Type.
    b. Use the drop down to fill in the appropriate Pressure Code for the described container.
    c. Use the drop down to fill in the appropriate Temperature Code for the described container.
    d. Use the text box to fill in brief descriptions of the location of the container.
    e. Enter in the Maximum Amount for each location. The sum of the Maximum Amounts at each Storage Location must be equal to or greater than the Maximum Daily Amount of the Facility.
    f. Check off Confidential Location if you would like the specific Location to be listed as Confidential.
    g. Continue to add more Storage Locations by clicking on *More Storage Locations?* A pop-up box will appear. Continue to add storage containers and locations using the same process as used in the screen. When complete, click on *Click Here if you are done with Adding Storage Locations.* The box will disappear but you can always edit entries by clicking on *More Storage Locations?* again.

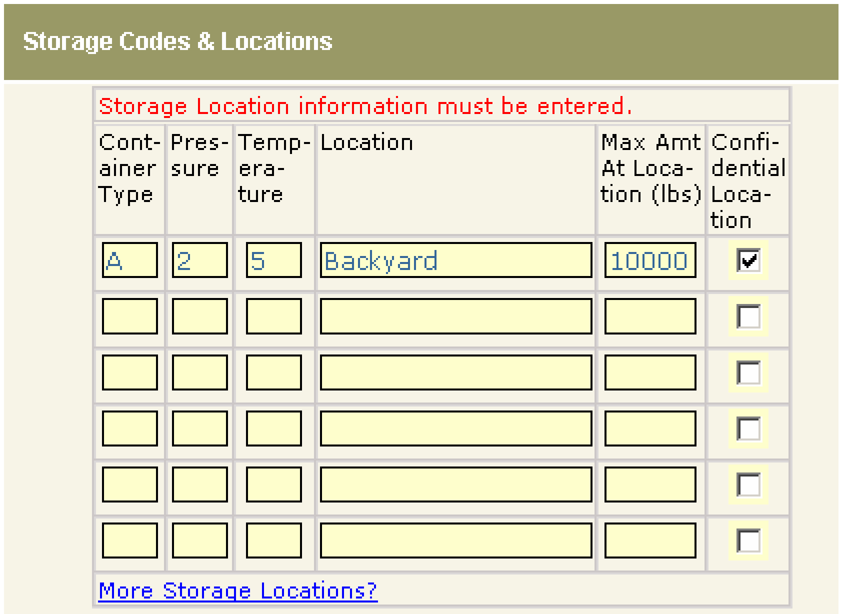


Diagram: Storage Codes and Location section of Step 2

16. When you click *Save and Continue*, you will receive a message that the Chemical Description has been saved.

17. To clear the form, click on *Reset Form*.

18. If you click on *Exit without Save*, the Facility information is saved, but the chemical information submitted will not be saved. The Tier II Report is considered incomplete without any chemical information.

You will be presented with a couple of options.

1. Click on *Add Another Chemical*, if you have more chemicals to add to the chemical inventory.

2. Click on *Go Back to Facility Home Page* to edit or view more facility information.

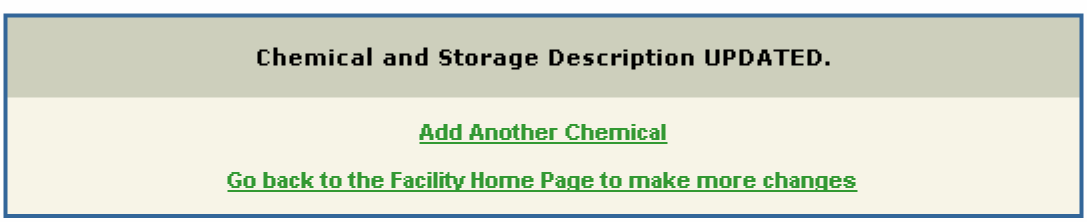


Diagram: Step 2 Option Page

STEP 3: UPLOAD ATTACHMENTS

You can upload supplemental files with the Tier II Report. You can only attach one file for each item. The file size must be less than 2 mb. You can only upload files with the following file extensions:
PDF - .pdf.; Images- .jpg, .gif, .png, .bmp, .tif ; MS Word - .doc
MS Excel - .xls;

1. To upload a Siteplan to your Tier II Report from the Facility Home Page, you need to click on *Browse* on the right of Siteplan. Locate the file in your hard drive or network and then double click on the file. The file path will appear in the text box. Click on *Attach* to attach the file.

2. To upload a document about Site Coordinate Abbreviations to your Tier II Report from the Facility Home Page, you need to click on *Browse* on the right of Site Coordinate Abbreviations. Locate the file in your hard drive or network and then double click on the file. The file path will appear in the text box. Click on *Attach* to attach the file.

3. To upload a document about Safeguard Measures to your Tier II Reportfrom the Facility Home Page, you need to click on *Browse* on the right of Safeguard Measures. Locate the file in your hard drive or network and then double click on the file. The file path will appear in the text box. Click on *Attach* to attach the file.

4. To upload an Emergency Response Plan to your Tier II Report from the Facility Home Page, you need to click on *Browse* on the right of Emergency Response Plan. Locate the file in your hard drive or network and then double click on the file. The file path will appear in the text box. Click on *Attach* to attach the file.

5. If you are sending files as hard copies to authorities, check off the bottom box. This will enable administrators to see that the documents are being sent as hard copies and enables authorities to expect it by mail.

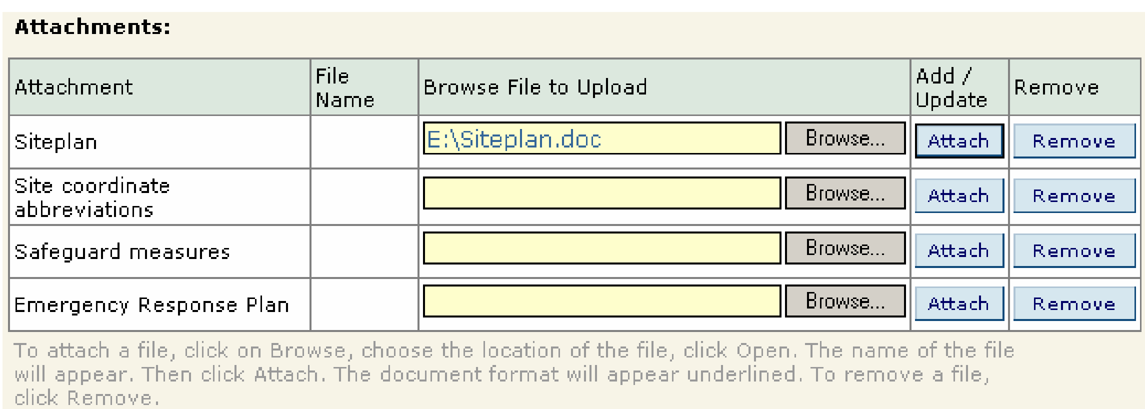


Diagram: Upload Attachments Step 3

STEP 4: ANNUAL SUBMISSION OF THE TIER II FORM

About Annual Submission

Annual Submission is a process used by facilities to submit the Tier II Report annually before the March 1st deadline. There are several statuses along each step of the process. Read the description below to understand what each status means.

Not Started – No Annual Submission has been started for the specific report year.

Initiated - An Annual Submission status of *Initiated* means that the facility has completed all Annual Submission prerequisites (if any) and begun the first step of the Annual Submission process, but has not completed it yet.

Pending Admin Approval - An Annual Submission status of *Pending Admin Approval* means that the facility has completed all Annual Submission prerequisites (if any) and completed the Annual Submission, which are required steps for the Annual Submission to be submitted to the System Administrator for review and approval.

Completed- An Annual Submission status of *Completed* means that the facility has completed all the required steps for the Annual Submission and the Administrator has approved the Annual Submission. The facility has a completed submission at this stage.

Cancelled- An Annual Submission status of *Cancelled* means that the Administrator has cancelled the facility's annual submission. The facility will see the cancellation as if the annual submission never occurred.

Starting an Annual Submission

Once you have completed adding chemical information and attachments, you will need to do an Annual Submission.

1. From the Facility Home Page look for the Annual Submission section.

2. Click on *Click Here* to begin.

Complete Annual Submission Prerequisites

In order to complete an annual submission, certain prerequisites will have to be completed. These prerequisites are required along with the Tier II Report in order for the annual submission to be considered completed. Each prerequisite will be listed for you in the Annual Submission Prerequisite section. After completion of a prerequisite it will be removed from the list. Continue to complete each prerequisite until the list has been completed. Once you have completed each item you may then complete your Annual Submission. Follow the instructions in this section to complete annual submission prerequisites.

1. When you click on *Click here*, all Annual Submission prerequisites not already completed will be listed for you. Each item must be completed to continue the annual submission.

2. Click on the prerequisite you wish to complete.

3. Once you complete each prerequisite, it will be removed from the list.

4. You will be returned to the prerequisite to complete the next one on the list.

5. Click on the next prerequisite you wish to complete.

6. After all prerequisites have been met you are able to complete your Annual Submission Certification.

7. Click the link *Click here* to start the completion of the Annual Submission. The Annual Submission status will be changed to *Initiated*. Once an Annual Submission has a status of Initiated, no chemical edits will be reflected as part invoices or certification letters (if any generated).

If you saved your work and returned to complete the rest of the submission, you will begin from the Facility Home Page. To complete the Annual Submission after saving your work and continuing at a later time, follow the instructions below.

1. Sign into the system.

2. From the Main Menu, click on the facility name for which you would like to do an Annual Submission. You can view the Annual Submission status for each facility for the specific report year from the Main Menu.

3. On the Submission Listing page, click [Edit] next to the report year for which you would like to do an Annual Submission. You can view the Annual Submission status in the table.

4. On the Facility Home Page, click on the link *Click here* to begin the Annual Submission process.

5. All Annual Submission prerequisites will be listed for you. Each item must be completed to continue the annual submission.

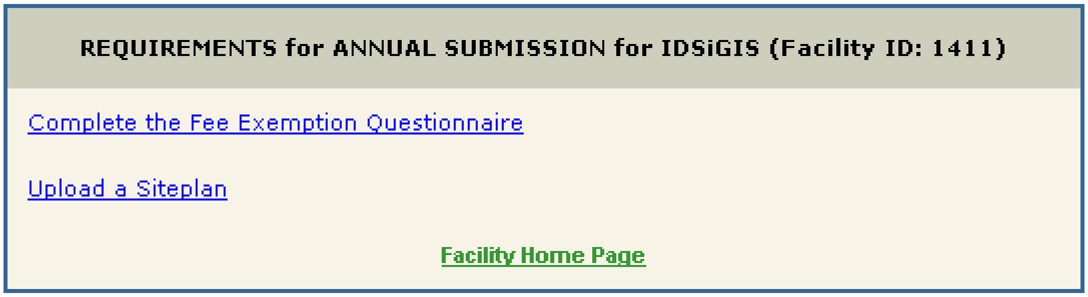


Diagram: Annual Submission Prerequisites page

6. Click on the prerequisite you wish to complete.

7. Once you complete each prerequisite, it will be removed from the list.

8. You will be returned to the prerequisite to complete the next one on the list.

9. Click on the next prerequisite you wish to complete.

10. After all prerequisites have been met you are able to complete your Annual Submission.

11. Click the link *Click here* to start the completion of the Annual Submission. The Annual Submission status will be changed to *Initiated*. Once an Annual Submission has a status of Initiated, no chemical edits will be reflected as part invoices or the certification letter (if any).

Complete Annual Submission Process

In order to complete the annual submission for a Tier II Report, the annual submission will need to be certified. The Annual Submission Certification authorizes completion of the annual submission and alerts you to the fact that once the Annual Submission Certification is done, the Tier II Report and other submission information cannot be changed. It will be reviewed by the System Administrator.

The Annual Submission Certification page will enable you to preview your Tier II Report before you certify it for Annual Submission. Once you can verify that everything is accurate and true, you may complete the annual certification form.

1. On the Annual Submission Certification page, click on *Please Preview the Tier II Form before Annual Submission.* This will allow you to view the complete form and verify that it is accurate and true.

2. Check off the check box (I acknowledge that the information contained within the Tier II Report is accurate and true).

3. The Name of Owner/Operator, Official Title, and Date is already populated.

4. Click on *Save and Continue* to successfully submit the Annual Submission Certification.

5. The Annual Submission status will be changed to *Pending Admin Approval*. Any report year Pending Admin Approval cannot be edited.

6. If the Administrator approves the Annual Submission, the Annual Submission status will be automatically changed to *Completed*. A report in *Completed* status is automatically archived. Any report with a status of completed cannot be edited except through a previous year edit request.

7. If the Administrator cancels the Annual Submission, the Annual Submission will disappear and appear as if it was never started. The status will be set to *Not Started*.

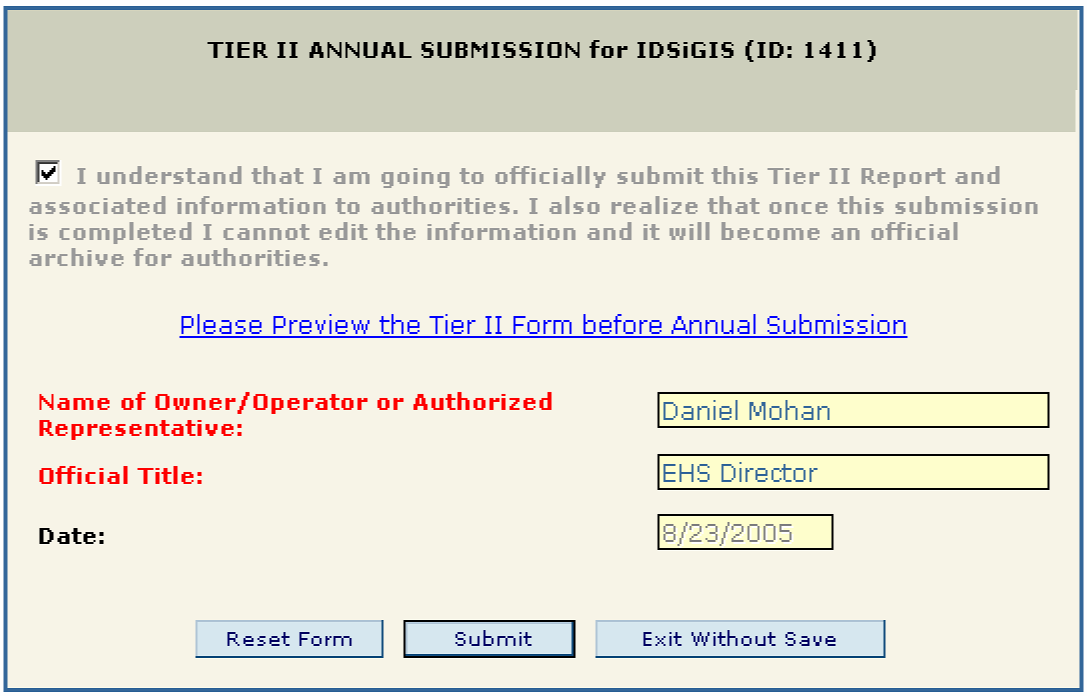


Diagram: Annual Submission Certification page

If you saved your work and returned to complete the rest of the submission, you will begin from the Facility Home Page. To complete the Annual Submission after saving your work and continuing at a later time, follow the instructions below.

1. Sign into the system.

2. From the Main Menu, click on the facility name for which you would like to do an Annual Submission. You can view the Annual Submission status for each facility for the current report year from the Main Menu.

3. On the Submission Listing page, click [Edit] next to the report year for which you would like to do an Annual Submission.   You can view the Annual Submission status in the table.

4. From the Facility Home Page, click on the blue button *Continue*. This will bring you to the next step required in the Annual Submission.

5. On the Annual Submission Certification page, click on *Please Preview the Tier II Form before Annual Submission.* This will allow you to view the complete form and verify that it is accurate and true.

6. Check off the check box (I acknowledge that the information contained within the Tier II Report is accurate and true).

7. The Name of Owner/Operator, Official Title, and Date is already populated.

8. Click on *Save and Continue* to successfully submit the Annual Submission Certification.

9. The Annual Submission status will be changed to *Pending Admin Approval*. Any report year Pending Admin Approval cannot be edited.

10. If the Administrator approves the Annual Submission, the Annual Submission status will be automatically changed to *Completed*. A report in *Completed* status is automatically archived. Any report with a status of completed cannot be edited except through a previous year edit request.

11. If the Administrator cancels the Annual Submission, the Annual Submission will disappear and appear as if it was never started. The status will be set to *Not Started*.

STEP 5: PRINT, SIGN, AND MAIL IN CERTIFICATION STATEMENT AND PAYMENT

Once you have certified the Annual Submission, you can view the certification letter by clicking on *Certification Letter*. Print, sign, and send the letter in to the address listed in the letter with payment.

EDITING A TIER II REPORT

If you wish to save the report and complete it at a later time, you may do so.   Saving and continuing later will save all the information that you have entered up to that point, but the report will be incomplete until all steps have been completed.

If you did not complete the Tier II Report submission process in one sitting or you wish to edit the report, you can continue entering incomplete data from the *Facility Home Page.* The Facility Home Page is a central location from which you can update and maintain Tier II information. Follow the instructions in this section to save and continue a Tier II Report at a later time.

1. To retrieve information saved previously, start at the Main Menu.
    a. In the Main Menu, any item such as the Tier II Report that is incomplete will be marked with an x under Submission status.

2. Click on the Facility Name for which you would like to edit information.

3. This will bring you to your the Submission Listing page.

4. Click the year you wish to edit. This will bring you to the Facility Home Page.
    a. To navigate to various sections of the Facility Home Page use the green navigation links at the top of the page.
    b. View information about when the report was last modified and certified.
    c. Edit Facility identification information by clicking on the blue button *Edit Facility*.
    d. Delete the Facility by clicking on the blue button *Delete Facility*. By clicking this, you can indicate to the System Administrator that the Facility is closed or inactive. If you delete a facility, you will not be able to view the facility on the Main Menu any longer.
    e. Preview the Tier II Form by clicking on the blue button *Preview Tier II*. You will be able to Print the Tier II Form from this view by clicking on the Print icon in the top and bottom of the preview.
    f. View the entered chemical inventory in the Chemicals section of the Facility Home Page.
    g. Add new chemicals to the inventory by clicking on the blue button *Add Chemical*.
    h. Edit or delete existing chemicals from the inventory by clicking on *Edit* or *Delete* next to each chemical name.
    i. View the list of attachments under the Attachment section of the Facility Home Page. You can click on the file name to launch the file.
    j. If you wish to change the option that hard copies of documents will be sent, click the *Change* link to change the attachment preference.
    k. Attach and remove attachments by clicking on *Attach* or *Remove* for any of the Attachment items.
    l. Click on edit icon under the Notes section to enter in any comments that will be viewed by the administrator.
    m. Continue Annual Submission process.

REQUEST A PREVIOUS YEAR EDIT

If you need to make additions or modification to a report that has already been submitted, you can perform what is called in the system, a Previous Year Edit. In order to begin a previous year edit, you must request permission from the System Administration. Follow the instructions in this section to request a previous years edit.

1. Sign into the Main Menu.

2. Click on your Facility Name.

3. This will bring you to the Submissions Listing for your facility. Click on *Click here* to request an edit for a previous Reporting Year. You cannot request to do a previous year edit on reports that are still pending approval from the Administrator.

4. Select the reporting year you wish to edit, from the drop down. (Only those years for which you can request an edit will be shown in the list)

5. Enter an explanation for wanting to edit this Report.

6. Check off the check box (I acknowledge that the information entered here is accurate and true).

7. Click *Request*.

8. The request will be submitted for review. After the System Administrator has reviewed the request, you will be contacted by email when the next to the requested Report Year indicating that the previous year can now be edited.

9. You may request to edit several years of reports. You cannot request to do a previous year edit on reports that are still pending approval from the Administrator.

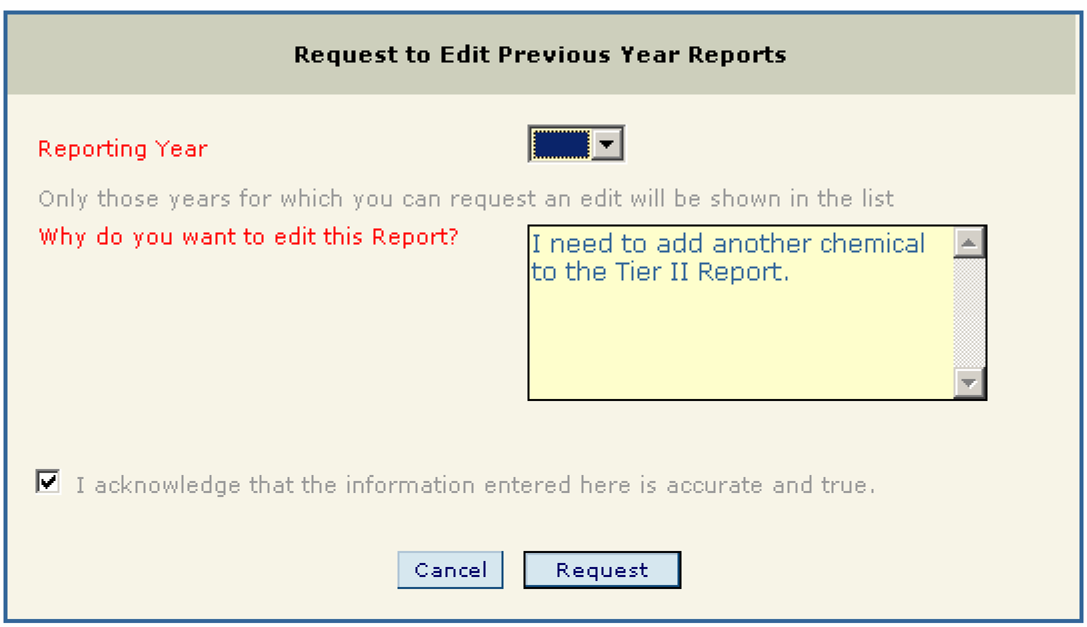


Diagram: Request to Edit Previous Year Reports page

PEVIOUS YEAR EDIT SUBMISSION

If the System Administrator approves a previous years edit request, you will be contacted by email. You will then be able to go into the previous year Facility Home Page to complete any edits. Follow the instructions in this section to complete your previous years edit.

1. The system administrator will email you regarding his or her decision on your request for previous year edit.
2. Once you receive the email of approval, sign into the Main Menu.
3. Click on your Facility Name.
4. This will bring you to the Submissions Listing for your facility.
5. Click on the reporting year you wish to edit. All editable years are marked with an [Edit] next to the report year. Note that you must first request to edit a previous year first in order to edit it.
6. View the Facility Home Page for the facility.
7. Complete edits from the Facility Home Page for that year's Tier II information.
8. Click on *Request Approval for (year).*

Diagram: Request Approval section of the Facility Home Page

9. This will prompt a message saying (Once you request for approval, you will not be able to edit this data unless you request and edit once again. Are you sure you want to continue?) Click on *Yes*.
10. If an Annual Submission has never been completed for the report year, complete the Annual Submission. Doing this will automatically submit the report and request approval from the Administrator for the previous year edit.

MENU OPTIONS

In the TIER II MANAGER™ there is a menu with options that appears above the main screen. The options have multiple functions. Follow the instructions below to understand how each function works.

1. Click on *Main Menu* in the menu to view a list of all facilities.

2. Click on *Hard Copy Mailing List* in the menu to do view the mailing addresses for hard copy mailings to other bodies.

3. Click on *Reso*urce to view a set of links, contact, and other resources for your knowledge.

4. Click on *State Website* in the menu to go to the website.

5. Click on *Feedback* in the menu to prompt and email to the System Administrator with any questions or comments you may have.

6. Click on *Help* to get context-specific help instructions.

ABOUT ROLL OVER

Since Tier II Reports are submitted annually, the TIER II MANAGER^{TM} runs in a specific year context and the system's current report year is advanced manually to the next year. The System Administrator decides the date when the system is "Rolled Over".

Once a Facility User completes an Annual Submission, the report must be approved by the Admin, but the Submission Listing is advanced to the next reporting year automatically. The Facility User has the ability to edit any sets of Tier II information but can only complete the Annual Submission for the next year once the system has been "Rolled Over" that that next year. Once the System Administrator advances the system to the next reporting year, the Facility User will be able to submit an Annual Submission for that new year.

When the system moves to the next year through a Roll Over, it will have an affect on an existing report. Depending on the status of the submission which can be viewed from the Submission Listing page, the following occurs:

a. Any already existing facility report years with a report in a *Not Started* status will disappear from the Facility Submission module Submission Listing page since these reports were never really initiated for Annual Submission.
b. Any already existing facility report years with a report in an *Initiated* status will automatically be created as a Previous Year Edit. Follow the Previous Year Edit process to complete.
c. Any already existing facility report years with a report in an *Initiated* status can still be cancelled by the Administrator. If cancelled, the specific report year will disappear from the Facility Submission module Submission Listing page.
d. Any already existing facility report years with a report in a *Pending Admin Approval* status can have the Administrator approve the report for the specified year. When approved, the status of the report will be changed to *Completed* and an archive will be taken to the appropriate year.

SIGN OUT OF THE ONLINE TIER II REPORTING SYSTEM

To sign out of the system, click on the *Sign Out* link instead of just closing the window. Follow the instructions in this section to Sign out of the system.

1. Sign out by clicking on *Sign Out* in the top left.

2. The application will log you out as a current user.

UNIT 2

BILLING

SUMMARY

The Billing Module has been developed for State Administrators to effectively track payments received from facilities. Invoices are generated on-line for the facility. Additional features enable the payment recipients to be recorded and posted. Aspects of the Billing Module appear across the Facility Submission and Administration modules. Aspects within each module are described distinctly by module.

ANNUAL SUBMISSION AND FEE SUMMARY GENERATION

The Billing Module is closely integrated into the Annual Submission process to ensure that an accurate Fee Summary is created and the Facility User has the ability to view and print Fee Summary or complete payment online. In order to complete a Tier II report Annual Submission, the Facility User needs to complete a payment before moving onto the Annual Submission Certification. Once the Annual Submission is started, a Fee Summary is generated based on specified billing rates and rules. Follow the instructions in this section to complete your billing summary and certify an Annual Submission.

1. Complete Annual Submission prerequisites. One of these prerequisites will be the Fee Exemption Form. The Facility User will complete the Fee Exemption Questionnaire.

2. Start Annual Submission.

3. At this point, the Annual Submission status is set to *Initiated* and the Fee Summary is created. Since the Fee Summary is created based on all chemical information existing for the current Reporting Year up to that point, any edits done after the Fee Summary is created *will not* be reflected in the Fee Summary. If the Facility User is exempt based on the results of the Fee Exemption Questionnaire, it will be stated on the Fee Summary.

4. If not exempt, click Pay Now to conduct online payment or record a payment commitment.

5. After completing payment, click *Continue Annual Submission* and follow the steps for Annual Submission certification.

6. From the Facility Home Page, click the Billing Summary link. View the Invoices. Click on the Invoice Number to view a print ready version of the invoice, which can be printed for Facility records. The Facility User can also view any details around Payments Received.

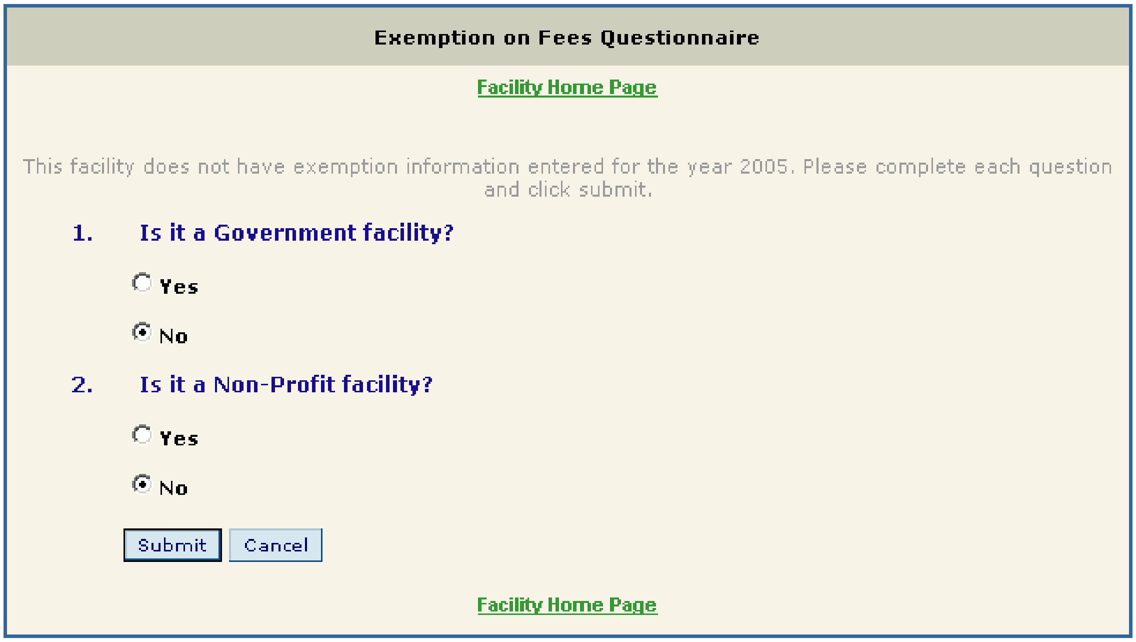


Diagram: Exemption from Fees Questionnaire

UNIT 3

302 REPORT

SUMMARY

The Emergency Response Planning provisions require that state and local authorities develop chemical emergency preparedness and response capabilities through better coordination and planning with local businesses. If your business has an Extremely Hazardous Substance (EHS) on-site at any time, in excess of its assigned Threshold Planning Quantity (TPQ), you are required to participate in the local emergency planning process.

Extremely Hazardous Substances are listed TPQ's by the EPA based on their potential to cause significant health effects in a single exposure, such as an air release. There are approximately 360+ EHSs listed by the EPA.

The TIER II MANAGER™ allows the facilities to submit their 302 Reports online.

FILING A 302 REPORT

Step 1 Options will present you the opportunity to add a 302 report.

If you already used the TIER II MANAGER™ system before and your facility exists

1. From the Submission Listing Page, go to the 302 Report section.
   a. Start by clicking on *Add/Edit Emergency Planning Contact* to add the Emergency Contact that may be common to all your future 302 Reports.
   b. Complete all information and click *Save and Continue*.
   c. Click *New 302* to add the new 302 Report.

Diagram: 302 Report section from Facility Home Page

2. If you want to use the chemicals that already exist in the system as part of a previous 312 report click on *Select From Tier II*. This will bring ONLY the EHS

chemicals listed above the Threshold Planning Quantity (TPQ) in the facility Tier II inventory.

a. Choose the appropriate chemical. The associated chemical information will be populated in the 302 Chemical Information section.
b. Add the Actual Quantity.
c. Click on *Save and Continue*.

3. If you want to use the Chemical Lookup Menu, click on *Search by CAS/Chemical Name*. A pop-up box will appear.
   a. If searching by CAS Number, you must enter in the exact CAS number and click *Search*.
   b. If you are searching by Chemical Name, type a portion of the Chemical Name, choose the type of search you would like to complete (exact match, starting with, or containing string. Containing string means that what you type is contained in some part of the chemical name).
   c. Then click *Search*. See whether any of the selections on the Chemical Lookup Menu match the chemical you are looking for. If so, click on the chosen chemical. The selection will be populated in the form. If there is no match, close the window by clicking the x in top right hand side of the pop-up box and enter the CAS Number and Chemical Name manually.

4. If you want to enter in the CAS Number manually, you can only enter in a single CAS Number, which will be checked. If the chemical does not have a CAS Number (as in the case of some mixtures), enter in N/A.
   b. If you want to enter in the Chemical Name manually, you must enter in the precise Chemical Name.
   c. You must select from the drop down menu the EHS Name.
   d. Add the Actual Quantity.
   e. Click on *Save and Continue.*

5. Return to the 302 Reports section of the Facility Homepage.

6. Click *View* to verify the 302 Report you just added. Click *Certify*, to certify the 302 Report. Once you certify the 302 Report, you cannot make changes.

Diagram: 302 Certified view

7. Complete the information and click *Save and Continue*.

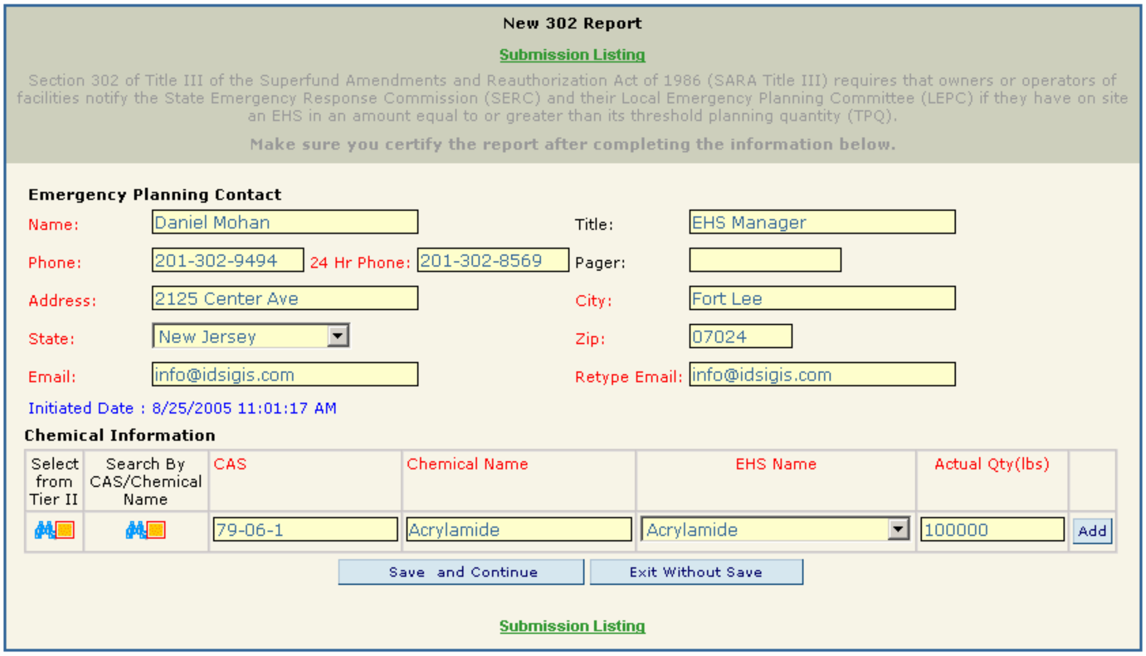


Diagram: Adding a New 302 Report page

If you are a new facility to the TIER II MANAGER™ system

1. Click on *Add New Facility* from the Main Menu.

2. Complete Step 1 Enter Facility Details.

3. You will be presented with Step 1 options.
   a. Click on *Continue 302 Report (EHS above TPQ).* This will bring you to the New 302 Report page. Continue to add 302 Report information.

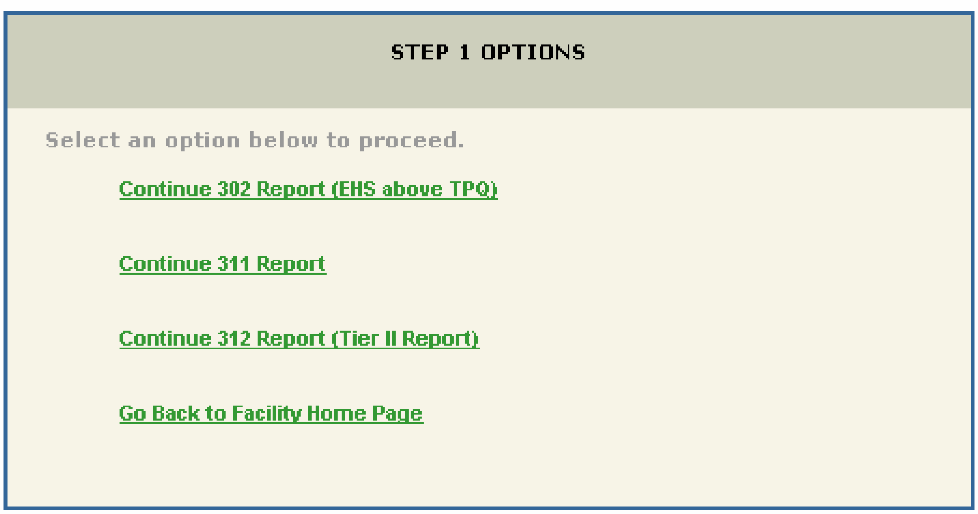


Diagram: Step 1 Options page

4. Return to the 302 Reports section of the Facility Homepage.

5. Click *View* to verify the 302 Report you just added. Click *Certify*, to certify the 302 Report. Once you certify the 302 Report, you cannot make changes.

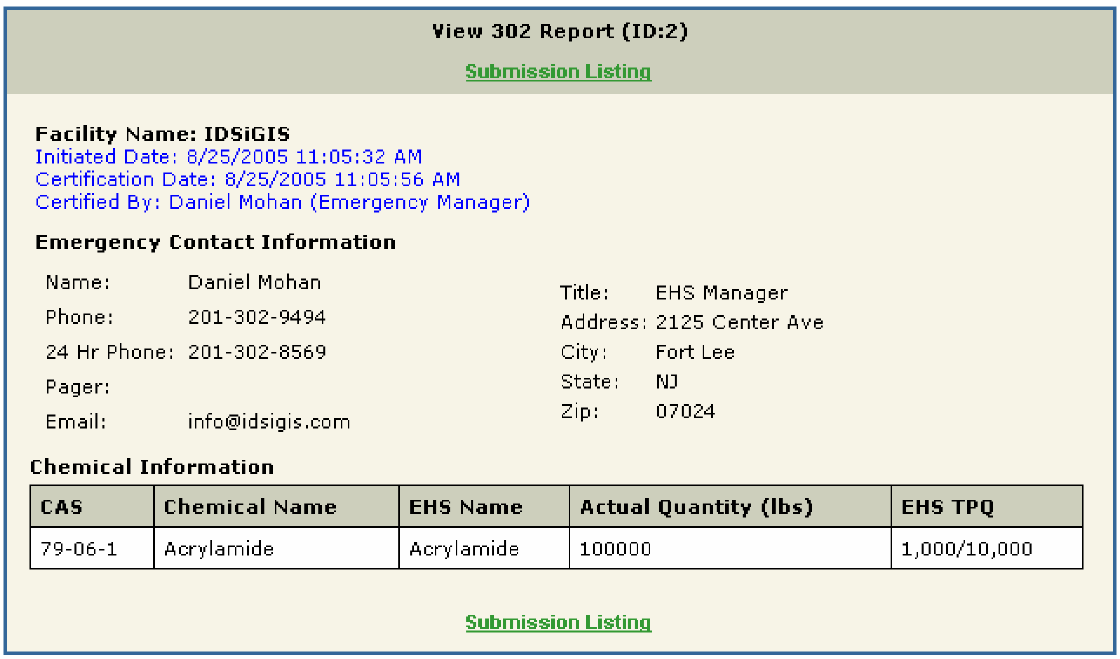

302 Reports

Edit Emergency Coordinator Contact Details | New 302

ID	Initiated Date	Certified Date	View	Edit	Delete
11	8/5/2005 3:25:33 PM	8/5/2005 3:27:26 PM	View		

Diagram: 302 Certified view

6. Complete the information and click *Save and Continue*.


View 302 Report (ID:2)

Submission Listing

Facility Name: IDSiGIS
Initiated Date: 8/25/2005 11:05:32 AM
Certification Date: 8/25/2005 11:05:56 AM
Certified By: Daniel Mohan (Emergency Manager)

Emergency Contact Information

Name: Daniel Mohan
Phone: 201-302-9494
24 Hr Phone: 201-302-8569
Pager:
Email: info@idsigis.com

Title: EHS Manager
Address: 2125 Center Ave
City: Fort Lee
State: NJ
Zip: 07024

Chemical Information

CAS	Chemical Name	EHS Name	Actual Quantity (lbs)	EHS TPQ
79-06-1	Acrylamide	Acrylamide	100000	1,000/10,000

Submission Listing

Diagram: Complete View 302 Report page

UNIT 4

311 REPORT

SUMMARY

Under Section 311 of Title III, a facility must submit the material safety data sheets (MSDS), or a MSDS list, for the hazardous chemicals present on-site in excess of the threshold level to the State Emergency Response Commission (SERC), Local Emergency Planning Committees (LEPCs), and local fire department.

The threshold levels for reporting chemicals are:

- The threshold planning quantity (TPQ) or 500 pounds at any one time, whichever is less for extremely hazardous substances (EHS);
- 10,000 pounds at any one time for hazardous substances.

This is essentially a one-time submittal unless your chemical or product changes. You must update your submittals to these agencies within a time period specified by your jurisdiction.

- There is new information on a hazardous chemical for which you have previously submitted an MSDS, or
- A new hazardous chemical becomes present at the facility in excess of the threshold planning quantity for the first time.

The TIER II MANAGER™ allows the facilities to submit their 311 Reports online.

FILING A 311 REPORT

If you already used the TIER II MANAGER™ system before and your facility exists

1. From the Submission Listing Page, go to the 311 Report section.

2. Start by clicking on *New 311*. This will bring you to the New 311 Report page.

Diagram: 311 Report section from Facility Home Page.

3. If you want to use the chemicals that already exist in the system as part of a previous 312 report click on *Select From Tier II*. This will bring the chemicals listed in the facility inventory.
    a. Choose the appropriate chemical. The associated chemical information will be populated in the 311 Chemical Information section.
    b. Enter in the Threshold Exceed Date.
    c. Click on *Save and Continue*.

4. If you want to use the Chemical Lookup Menu, click on *Search by CAS/Chemical Name*. A pop-up box will appear.
    a. If searching by CAS Number, you must enter in the exact CAS number and click *Search*.
    b. If you are searching by Chemical Name, type a portion of the Chemical Name, choose the type of search you would like to complete (exact match, starting with, or containing string. Containing string means that what you type is contained in some part of the chemical name).
    c. Then click *Search*. See whether any of the selections on the Chemical Lookup Menu match the chemical you are looking for. If so, click on the chosen chemical. The selection will be populated in the form. If there is no match, close the window by clicking the x in top right hand side of the pop-up box and enter the CAS Number and Chemical Name manually.
    d. Enter in the Threshold Exceed Date.
    e. Click on *Save and Continue*.

5. If you want to enter in the CAS Number manually, you can only enter in a single CAS Number, which will be checked. If the chemical does not have a CAS Number (as in the case of some mixtures), enter in N/A.
    f. If you want to enter in the Chemical Name manually, you must enter in the precise Chemical Name.
    a. Enter in the Threshold Exceed Date.
    b. Check off the Health Hazards.
    g. Click on *Save and Continue.*

6. Return to the 311 Reports section of the Submission Listing Page.

7. Click *View* to verify the 311 Report you just added.

8. If all the information is accurate, click *Certify*. Once you certify the 311 Report, you cannot make changes.

9. Complete the information and click *Save and Continue*.

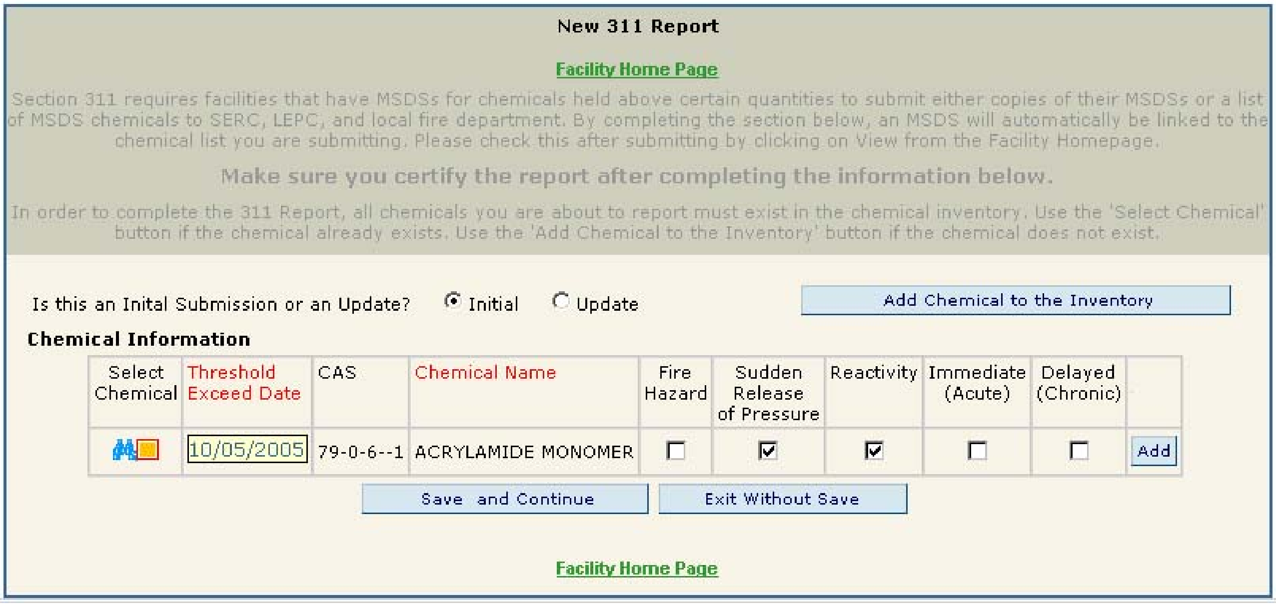


Diagram: Editable New 311 Report page

If you are a new facility to the TIER II MANAGER™ system

1. Click on *Add New Facility* from the Main Menu*.* Sign into the Main Menu.
2. At the Step 1 Options menu, click on *Continue 311*.
3. Continue to add 311 Report information.

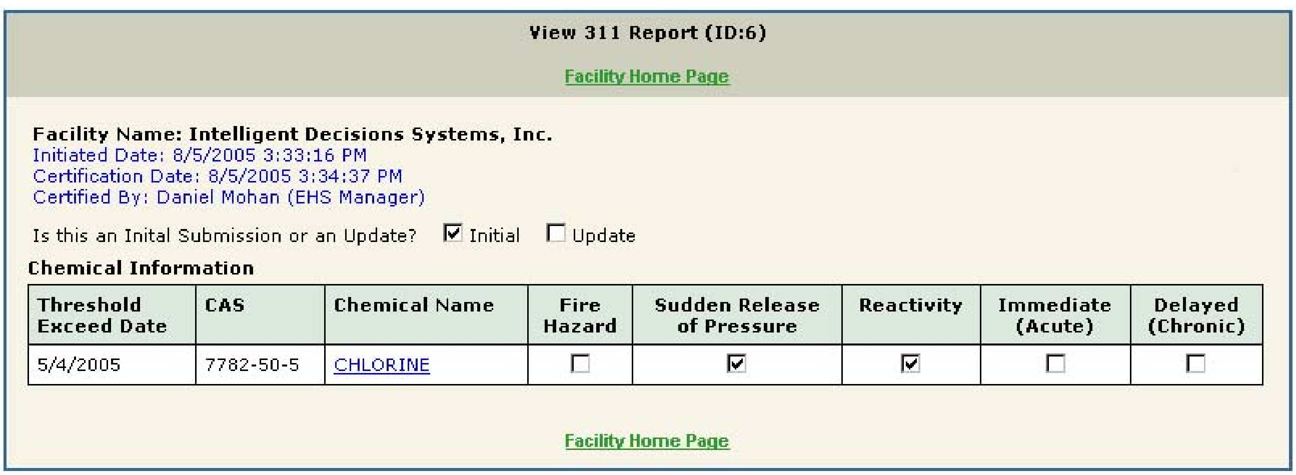


Diagram: Completed View 311 Report page